

Amendment 3, Attachment 3

DFRC DATA REQUIREMENTS DESCRIPTION (DRD)

1. DRD Title <p style="text-align: center;">Contract Phase-In Plan</p>	2. Date of current version <p style="text-align: center;">7/18/2012</p>	3. DRL Line Item No. <p style="text-align: center;">M08</p>	RFP/Contract No. (Procurement completes) <p style="text-align: center;">NND12374506R</p>
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> To describe the Contractor's implementation approach to transition systems, functions and data responsibility from the incumbent contractor.			5. DRD Category: <i>(check one)</i> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> Technical Administrative SR & QA </div> </div>
6. References <i>(Optional)</i> <p style="text-align: center;">FAR Clause 1852.204 Security Requirements for Unclassified Information Technology Resources</p>		7. Interrelationships <i>(e.g., with other DRDa) (Optional)</i>	
8. Preparation Information <i>(Include complete instructions for document preparation)</i> a. Data Type: 1 b. Scope: <p style="margin-left: 20px;">The AOS Phase-In Plan provides for the transfer of all on-going development and operations activities along with supporting logic and rationale. After approval, the Phase-In Plan will become part of the contract as Attachment J-9.</p> c. Content: <p style="margin-left: 20px;">The Phase-In Plan shall describe the overall plan for transition. At a minimum, the plan shall address:</p> <div style="margin-left: 20px;"> i. Approach for ensuring continuity of service, including: <ol style="list-style-type: none"> 1) Approach to engage with workforce union(s). 2) Metrics used to determine contract transition progress along with a schedule with key milestones, personnel responsible for those milestones, and process flow chart to illustrate actions and utilization of the transition/phase-in period including informing NASA of milestone status. 3) Transition/Phase-In organizational chart with a brief statement, proposed staffing and timelines. 4) Procedures for transitioning/phasing in all NAMIS automated database scheduled and unscheduled work in progress and work forecasted for accomplishment during the phase-in period, to include a review of all open material requisitions (DOD and commercial) to prevent interruptions in services. 5) Procedures to verify that all major subcontracted efforts will be in place as necessary to accomplish the Statement of Work at contract start. 6) Strategy to ensure effective Quality Management System (QMS) execution at contract start. The plan shall specifically describe the contractor's approach to ensure adherence to technical data and orders. 8) Plan for documentation control transfer. 9) Plan for facilities responsibility transfer. 10) Approach for phase-in of critical and high-risk operations and activities. The approach shall describe mitigation strategies to minimize impact to operations at Dryden Flight Research Center (DFRC). managed facilities including ongoing flight activities at remote locations. </div> <div style="margin-left: 20px;"> ii. Property control transfer including schedule and milestones for completing 100% inventory within the first 24 months in the following areas: <ol style="list-style-type: none"> 1) Repairable and consumables stock including bench stock items 2) Installation Accountable Government Property 3) Redistribution and Utilization Warehouse Property </div> <p style="margin-left: 20px;">. Individuals who will be performing inventories shall be identified within the Phase-In Plan.</p>			

- iv. Security considerations, including Homeland Security Presidential Directive (HSPD)-12 badging requirements.
 - v. Risks associated with Phase-In Period and risk mitigation strategy.
- d. Format: Contractor's format is acceptable.
- e. Distribution:
- 1. A/Contracting Officer (Electronic distribution in Microsoft Office or PDF format.)
 - 2. O/Contracting Officer's Technical Representative (Electronic distribution in Microsoft Office format.)
 - 3. O/Alternate Contracting Officer's Technical Representative (Electronic distribution in Microsoft Office format.)
- f. Submission:
- 1. Initial: Paragraph C. Content, Subparagraph i, Items 2., 3., 4., 6., 7., and 10. due with proposal
 - 2. Final: Contract Award + 15 days
 - 3. Approval: Contract Award + 20 days
 - 4. Frequency: As required
- g. Maintenance:
- Revisions to this DRD shall be incorporated by change page or complete reissue.